

State of Connecticut  
**JOB POSTING**

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
SOUTHEASTERN MENTAL HEALTH AUTHORITY  
JOB OPPORTUNITY**

**Mental Health Assistant 2 – Wellness Recovery Advocacy Program (WRAP)**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** State Employees  
**Location:** SMHA's Wellness Recovery Advocacy Program- 401 W. Thames Street, Bldg. 301, Norwich, CT  
**Job Posting No:** SM26021-1  
**Hours:** 1<sup>st</sup> shift/8:00 am – 4:30 pm/every fourth weekend rotation (40 hours)  
**Salary:** \$52,090 - \$69,635 (Annually)  
**Closing Date:** June 23, 2014

**ELIGIBILITY REQUIREMENTS:**

1. Candidates must have **applied for and passed the Mental Health Assistant 2 exam and be on the current certification list** promulgated by the Department of Administrative Services for this classification. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**
2. State employees currently holding the above title may apply for lateral transfer.

**SPECIAL REQUIREMENTS:** Incumbents in this class must possess and retain a valid driver's license and may be required to travel.

**Duties may include but not limited to:** Functions as a team member of a CSP/ RP team: participates in assessment, and linkage to community services. Teaches/role models skills needed to manage independent community living to a case load of 20 assigned clients. Provide Targeted Case Management interventions to assigned case load. Observes clients self-administer medications. Participate in community outreach programs that include crisis intervention and family contact in home settings, identifies and accesses wide range of community resources, participates as a liaison to community agencies, makes arrangements for outpatient appointments, keeps clinical treatment team informed of observations made during client contacts, under appropriate supervision. May co-lead psycho-social rehab groups. Manages client behaviors through verbal communication when necessary; may problem solve with clients in the community. Required to enter data into the electronic health record, completes required clinical documentation including but not limited to Functional Assessments, Person Centered Recovery plans under the supervision of the CSP team leader(s), Encounter Notes. Participates in CSP/RP group supervision and individual supervision as scheduled. Required to complete time sheet electronically into the CORE system. Ability to use the computer independently on a daily basis. Other related duties as assigned.

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**Application Instructions:** Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (example MHA2 applying to an MHA2 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

Email: [MHA-SMHA-RECRUIT@ct.gov](mailto:MHA-SMHA-RECRUIT@ct.gov)

FAX: (860) 859-4792

Southeastern Mental Health Authority  
Office of Human Resources / Attn: Recruitment  
401 West Thames Street, Building 301, Norwich, CT 06360

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. NP-6